

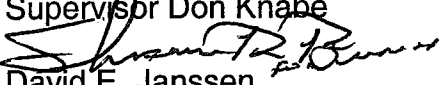


County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101

DAVID E. JANSSEN  
Chief Administrative Officer

June 7, 2001

To: Supervisor Michael D. Antonovich, Mayor  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
From:   
David E. Janssen  
Chief Administrative Officer

Board of Supervisors

GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**TIMELY SUBMISSION OF CONTRACTS FOR BOARD APPROVAL - JUNE 12, 2001  
BOARD AGENDA (ITEM NUMBERS 31, 32, AND 33)**

In compliance with the September 7, 2000 Board-approved policy and procedure to ensure timely submission of contracts for Board approval, this is to advise you that the Department of Community and Senior Services (CSS) filed requests for new contracts for consideration on the June 12 agenda which do not meet the three-week filing deadline. The contracts are for the Elderly Refugee Program (Item 31), Dispute Resolution Program (Item 32), and Refugee Employment Program (Item 33).

Due to the large volume of programs requiring contract renewals for the new fiscal year, CSS was unable to obtain the required clearances in sufficient time to allow timely filing of the Board letters. As a result, there is only sufficient time for two instead of three continuances by your Board prior to the effective date of the contracts.

Failure to act on this request prior to July 1, 2001 would result in the interruption of critical employment and training service to refugees and dispute resolution services which aid in reducing court caseloads. Therefore, my office supports consideration of these items on the June 12, 2001 Board agenda.

If you have any questions or need additional information, your staff may contact Claudine Crank of my staff at (213) 974-2356.

DEJ:SRK  
CC:tld

c: Executive Officer, Board of Supervisors  
County Counsel  
Acting Director, Community and Senior Services